PURPOSE: To establish a policy regarding a method of communicating emergency announcements to State Agency’s in state owned and leased facilities managed by the Executive Branch. The intent of this notification is to provide warning to building occupants of a potential life / safety issue.

AUTHORITY: Per AS 36.30 and AS 44.21, the Department of Administration is responsible for procurement and allocation of all space used by the Executive Branch. The Departments of Administration and Transportation & Public Facilities are designated as the responsible Facility Managers for the majority of State owned buildings.

POLICY: Provides written instruction on the process to notify building occupants of an emergency situation. Each occupying Agency or Facility Management shall be responsible for forwarding the notification to occupants within the facilities.

PROCEDURE:
1. Initial Emergency Identification
Local authorities, facility management and/or executive State officials shall identify if an emergency announcement is required.

2. Definition of Emergency Announcement
   Message should identify the following points:
   a. Type of emergency
   b. Type of action occupants are recommended to take
   c. Location of emergency
   d. Emergency personnel involvement
   e. Estimated duration of emergency

3. Leased Facilities
   It is the responsibility of each Agency residing in a leased facility to identify key contacts to assist in dispersing an emergency message within their occupied building. It is recommended the method of communications be pre-established and be via email notification or direct telephone calls.

4. State Owned Facilities –
   Upon identifying an emergency announcement is required. Parties shall immediately notify facilities / building management for their further action of dispersing the emergency announcement via: phone, email or building paging system.

   Anchorage/Palmer
   Atwood Building – Property Management #269-0330
   Linny Pacillo Parking Garage – Property Management #269-0330
   Alaska Geologic Materials Center – Property Management #269-0330
   Palmer State Office Building – Property Management #707-1701
   Viking Drive Surplus Warehouse – Monitored by the Facilities Call Center #465-5689

   Juneau State Owned Buildings – Facilities Call Center #465-5689

   State Office Building (SOB)
   Alaska Office Building (AOB)
   Court Plaza Building (CPB)
   Dimond Courthouse Building (DCH)
Community Building
3rd. Floor Capitol Building
Douglas Island Building
Governor’s Residence
Alaska State Museum
Facilities Center
Public Safety Building

Fairbanks Regional Office Building – Facilities Section #451-2275 or #451-2204

Nome State Office Building – Facilities Call Center #465-5689

Other primary State emergency contacts (24/7);

Tanci Mintz – All Facilities, Department of Administration, #242-1044
Gareth Jones – Juneau Facilities – Department of Administration, #321-4388
Mike Bratten – Fairbanks Facility – Department of Transportation, #322-9230 or
Dan Moody – Fairbanks Facility – Department of Transportation, #322-0607

5. Jurisdiction
In all situations local emergency personnel have ultimate authority to direct and manage on site emergency situations. Building occupants should provide full cooperation and assistance.